

SELF-EMPLOYMENT LEDGER

****This form must be completed correctly or it will be returned****

RECIPIENT NAME _____

BUSINESS NAME _____

DATES COVERED _____ HOURS WORKED THIS REPORTING PERIOD _____

DSS REMINDER:

Make sure mortgage, taxes, insurance, and utilities are separated between the home and farm if the home is on the farm property. If there is a business in the home, the shelter costs cannot be used as a business expense; they are only allowed as a shelter deduction in the Food Stamp budgeting process.

****Allowable Business Expenses:** Most business expenses may be subtracted from your self-employment income, but not all the expenses can be. Please contact your Benefits Specialist if you have any question on whether or not to list a business expense below. **

Examples of expenses that are allowed and could be listed include:

- Amounts paid for items needed in the business such as supplies, repairs, advertising, feed, seeds, fertilizer, rent, toys, etc.
- Amounts paid for income-producing real estate, capital assets, equipment, machinery, and other durable goods required for the self-employment business. [Capital assets and durable goods are generally objects used in business that are expected to last a long time such as tractors, combines, buildings, cribs, swing sets, televisions, play houses, buildings, computers, VCRs/DVDs, furniture, etc.]
- If the home is connected to the business property, only the business portion of shelter expenses may be used as a business deduction.

Examples of expenses that are NOT allowed and should NOT be listed include:

- Monthly telephone charge unless there is a separate business phone [long distance telephone charges that are business related may be deducted however].
- Mileage expenses from the home to the first and last work location cannot be deducted, even if the business is located in the home. [Mileage deductions are only allowed for trips between business sites, not for commuting from the home to the business.]

INCOME (MONEY RECEIVED BY RECIPIENT)			EXPENSE (COSTS OF SELF-EMPLOYMENT)		
DATE RECEIVED	TYPE OF INCOME	AMOUNT RECEIVED	DATE PAID	TYPE OF EXPENSE	AMOUNT PAID
	TOTAL INCOME	\$		TOTAL EXPENSES	\$

Use back side if more space is needed

I certify that I have receipts or some type of verification on file for all income and expenses reported on this form, and I will keep them on file for at least one year from date reported.

I declare and affirm under the penalties of perjury that the information has been examined by me, and to the best of my knowledge and belief, is in all things true and correct.

Signature (if completing electronically, type name)

Date Signed

